

Minutes of the October 14 CALFED Water Quality Strategy Workshop

TO: Rick Woodard
Ron Ott
Dale Flowers
Carol Howe
John Gaston

FROM: John Dickey/RDD

DATE: October 14, 1996

This memo includes the minutes of a meeting to define the agenda for the next Water Quality Team, tentatively scheduled for 23 Oct. The meeting took place at CH2M HILL's Sacramento office, and the following persons were in attendance:

- Rick Woodard
- Carol Howe
- Dale Flowers
- Dan Wagenet
- John Dickey

1. General Meeting Preparation

A question was raised regarding the wisdom of 23 Oct as the next meeting date. The need to broaden participation before this meeting, and the imminence of the election. Rick will notify us regarding the meeting date by Wednesday morning.

Carol will assemble the meeting packet.

John Dickey will coordinate finalizing the room arrangements (coffee, room, overhead, teleconferencing, room for the pre-meeting).

Agenda will be FAXed by Beth Chambers on Wed., and John will get it o her.

Any address-list updates to Beth by Wed. by all staff.

Contacts with mining, area of origin, and drainage entities ASAP by J. Dickey. Contacts with POTW players, Fullerton by Carol ASAP. Contact with Bobker by Rick ASAP.

2. Agenda for 23 October

Agenda for 23 Oct

1:00 to 1:10	Welcome and Introductions
1:10 to 1:40	Process Flow
1:40 to 2:40	Prioritized Action List
2:40 to 3:00	Break
3:00 to 4:00	Feedback on Actions List
4:00 to 4:15	Parameter Ranges for Analysis of Alternatives
4:15 to 4:30	Next Steps

3. Details of Agenda Preparation

<i>Time</i>	<i>Outcome</i>	<i>Process</i>	<i>Resources</i>
10	Introduction: Understanding of the process, Steps 1 through 3 (common program, linkages, benefits evaluation)	Rick: Explain the Phase 2 process, water quality team role (Step 1 products: common program; Step 2 plan: linkages -- what are they? info. exchange with other CALFED entities. why do they matter? one key to WQ team mission; Step 3: benefits evaluation - - evaluation tools -- evaluation of what? alternatives with common programs)	New Phase 2 flow chart of CALFED process -- with WQ agendas -- Rick will prepare policy document. Input ASAP Wed. Process flow chart from Carol by Wednesday.
10	Understanding of relationship of meeting agendas to	Overview of next 3 meeting's agenda	Table showing 3 agendas -- John by Monday

	process		
10	Understand today's agenda	Present agenda	Agenda (handout and overhead) Include 3 objectives: understand process, present for feedback, present prioritized actions list. John by Monday.
15	Identify the combined actions list	Rick: introduction, methodology the path (goal: headed for a stronger [impact] common program)	Flow chart – overhead and handout. Carol by Wednesday.
45		CT: presentation of our summary conclusions; persuasive presentation. Begin with common program (H); M&L's not discussed 1-by-1.	Table of H's with action, params addressed, outcome, and rationale, and issues columns. Readable overhead (14-point); handout including M&L's. Carol, John, John by Monday. List of issues not associated with particular actions – flip chart. Have flip chart at meeting.
10		3 consultants provide group spin	
60		Dale & Rick: actions may be added, modified, or deleted by the group (focus: headed for a stronger [impact] common program)	Same tables as above.
15 wrap-up		Rick: Presentation – revisit what we will do with M- and L-potential actions	
5	Ranges, Criteria	Purpose of criteria: These are criteria for alternatives evaluation.	•

15		Each sub-team CT member: present respective info. Include general basis for criteria.	Package with: <ul style="list-style-type: none">• Criteria• Ranges• Map• Feedback instructions Carol, John, John by Monday Maps (overhead) John and Carol by Monday
10		Rick: Request input from group: <ul style="list-style-type: none">• are there other criteria that should be used• are the ranges acceptable Feedback format <ul style="list-style-type: none">• written• documented• 1-week deadline	
10		Rick: Revisit schedule as a conclusion	